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PART I

Punjab Government Notifications and Orders

GOVERNMENT OF PUNJAB

DEPARTMENT OF REVENUE AND REHABILITATION

Revenue Establishment-3 Branch

NOTIFICATION

The 30th May, 2020

THE PUNJAB NAIB-TEHSILDARS DEPARTMENTAL EXAMINATION REGULATIONS, 2020

No.10/13/06/02-RE-3(6)/6680.-In exercise of the powers conferred by Appendix B rule 6 , of Punjab Naib Tehsildars (Group B) Service Rules, 2019 (hereinafter called the Rules) the Governor of Punjab is pleased to make the following Regulations for the Departmental Examination of Naib-Tehsildars :---

1. *Short title, commencement and applicability:-*
 - (a) These Regulations shall be called the Punjab Naib-Tehsildars Departmental Examination Regulations 2020.
 - (b) These shall come into force at once.
 - (c) These shall be applicable to Kanungos shall include the District Kanungo and District Revenue Accountants promoted from Kanungo, Kanungos appointed as Assistant Waterlogging and Senior Revenue Accountant (SRA) and other categories mentioned in Appendix B of Rule 6.

2. *Place and time of examination:-*

The departmental examination for Naib-Tehsildars will be held twice a year, in the months of February and August, on such dates as may be notified in the official Gazette, ordinarily at Jalandhar, unless the Financial commissioner, by special order, directs that it be held at some other place,

3. *Schedule, curriculum and assignment of marks for examination in various subjects:-*

The examination in various subjects shall be held in accordance with the schedule and the curriculum, and the marks assigned to each subject shall be as specified in the table below:--

Day	Time Allowed		Paper	Subjects of Examination	Marks
First	10.00 A.M	1.00 P.M.	I	Punjab Land Revenue Act and Rules	50

				Chapter 2, 3, 4, 6, 7, 8, 9, 10, and 19 of the Punjab Land Records manual standing orders Nos. 2, 3, 20, 29, 30.	50
					<u>100</u>
Do	2.00 P.M.	5.00 P.M.	II	Arithmetic upto Matriculation standard Patwari's Mensuration Manual	40 60
					<u>100</u>
Second	10.00 A.M.	1.00 P.M.	III	Punjab Tenancy Act and Rules	50
				Appendices VII, VIII, IXXI of the Punjab Settlement Manual Chapters II, VI, VII, VIII, XI, XIII, XV and XVI of the Punjab Land Administration Manual	50
					<u>100</u>
Do	2.00 P.M.	5.00 P.M.	IV	The Punjab Registration Manual	50
				The Punjab Stamp Manual	30
				The Punjab Land Reforms Act, 1972: Punjab Security of Land Tenure Act, 1953 and Pepsu tenancy and Agricultural Land Act; 1955	20
					<u>100</u>
Third	10.00 A.M.	1.00 P.M.	V	Criminal Procedure Code omitting chapters 18, 21, 28, 29, 30, 32 (Except part E), 34 and 35	50
				Indian Penal Code omitting Chapter 6, 7, 12, 18 and 21	50
					<u>100</u>
Do	2.00 P.M.	5.00 P.M.	VI	Civil Procedure Code omitting sections 88, 93, parts VII, VIII and IX, orders XXIX, XXX, XXXI, XXXVI, XL, XLIV, XLV, XLVI, XLVII and XLIX	70 30
				Indian Evidence Act	<u>100</u>
Fourth	10.00 A.M.	1.00 P.M.	VII	Urdu :- (i) Written translation of a passage from Urdu into Punjabi	50
				(ii) Oral reading of a passage printed or cyclostyled in Urdu	25
					<u>75</u>

Do	2.00	5.00	VIII	Financial Rules	100
	P.M.	P.M.		1. Punjab Civil Services Rules, Volume I, Part I, Chapters I, II, III, V (5.33 to 5.64), VII, VIII (8.1 to 8.61), IX, XII, XIV (classification of services with particular reference of Punjab Government Employees (Conduct) rules and of the Punjab C.S.R. Vol. I, Part II, Punjab Civil Services (Punishment and Appeal) Rules as contained in Appendix 23 and 24 respectively of Punjab C.S.R. Vol. I. Part II and XV.	
				2. Treasury Rules (Punjab) – Part I Part II-Chapters I, II III IV, (upto 4.9 and 4.68 to 4.181), VI, VII and Appendices B and C.	
				3. Financial Handbook no. 2- Punjab Financial Rules, Vol. I-Chapters II to XII and XVII to XIX	
				4. Punjab Civil Services Rules, Vol. II (Pension/Provident Fund Rules), chapter I to V, VII and IX to XIII (13.1, 13.11,13.14,13.15 only)	
				5. Civil Service Rules, Vol. III (TA. Rules)- Chapter I and II (T.A Rules 2.1, 2.4, 2.15, 2.16, 2.18, 2.23, 2.32, 2.35, 2.57, 2.68 to 2.70, 2.107 and 2.109 only	
				6. Punjab Financial Rules, Volume II- Appendices 2, 4, 14, 15, 16 and 18.	
				7. Account Code, Volume I– Chapters III, IV, V and VI.	
				8. Punjab Budget Manual.	
				9. Introduction of Government Audit and Accounts (General Chapters Only).	

All papers except papers II and VII shall be answered with the help of books to be provided in the Examination Hall. The questions in papers which are to be answered with the aid of books shall not be such as can be answered by copying a passage from the book, but shall be designed to test the practical knowledge of the candidates and shall be confined , as much as possible, to cases arising in ordinary practice, facts of probable occurrence being stated and the candidates being required to find and apply the law, bearing on them.

4. *Examiners* : - The Director of Land Records shall set one out of papers II & IV and for the other papers he shall appoint a separate examiner, not below the rank of Extra Assistant Commissioner.

The Commissioner of Jalandhar Division, or such other Commissioner as may be specified by the Financial commissioner, shall nominate:-

- (a) two separate examiners not below the rank of Extra Assistant Commissioner who shall each set one of papers I & III ;
- (b) two separate examiners who have retired from the Superior Judicial Service of the Punjab State or an officer who has retired in the rank of Secretary Or Director, Prosecution and Litigation of Punjab , who shall set one of the papers out of No. V and VI.
- (c) An officers of the Finance Department not below the rank Chief Account Officers, to set paper VIII ; and
- (d) An examiner for paper VII. .

The answers shall be examined, and allotment of marks for the answers in each subject shall be made, by the examiner who set the paper. The examiners shall send their award of marks within 4 weeks of the date from which the examination closes to the director of Land Records.

5. *Requirements and results*:- Unless the candidate obtains not less than 1/3rd of the maximum marks attainable in the second paper and not less than half of the marks attainable for each of other remaining papers, he shall be held to have failed in such papers.

Provided the Financial Commissioner may, in case eligible Kanungo candidates who have passed all the papers stipulated in these regulations are not available, for reasons to be recorded in writing, exempt a class of candidates from passing not more than one paper stipulated under these regulations, provided they have passed all the remaining seven papers.

6. *Supervision of the Examination* :- (1) The examination will be personally supervised by the Director, Land Records, Punjab and one Assistant Commissioner or Extra Assistant Commissioner nominated for the purpose by the Commissioner of the Division where the examination is held.

(2) The Director of Land Records who shall be the President of the Examination Committee, shall:-

- (a) receive the question papers from the Examiners and cause them to be printed or cyclostyled;
- (b) transmit the answer papers to the examiners within 24 hours of the close of the examination;
- (c) receive and compile the marks awarded; and
- (d) submit within one week of receipt of the last award statement, the report in Form-II to the Financial commissioner

7. *Persons eligible to appear*:- The persons eligible to appear for the examination shall be:-

(a) District Kanungos, District Revenue Accountants and Kanungos and Senior Revenue Accountants and Assistant Water-Logging appointed by the promotion from the post of Kanungo and other categories mentioned in Appendix B of Rule 6.

Provided that such persons shall not be permitted more then five chances, at their convenience, to appear in the examination;

Provided further that one additional chance may be given by the Financial Commissioner Revenue for special reasons to be recorded in writing;

Provided further that the Minister Incharge may give one more additional chance in exceptional cases;

8. *Notice of intention to appear:-* All the persons who are eligible to appear at the examination in February or in August of any year are required to give notice in Form-I before the 1st January or the 1st July respectively to the Deputy commissioner of the District in which they may be serving, or to the Commissioner otherwise, of their intention to appear in the examination. The Deputy commissioner shall forward the notices in Form-I received by him to the Commissioner.

9. *Information as to the number of the Examiners:-* After the publication in the Official Gazette of the date sheet of each examination, the Commissioner of each Division shall send in Form III, particulars of persons eligible under Regulation 7 to take up the examination, alongwith the certificate of eligibility specified in Form III, to the Director, Land Records Punjab so as to reach him at least one week before the Commencement of the examination, and a copy thereof shall be sent to the Financial Commissioner by the Commissioner. It shall be incumbent upon the Director, Land Records, to refuse permission to persons who are prima facie ineligible to appear in the examination.

10. *Subsidiary Regulations:-*

(1) The examination must be held on the days and at the time notified. The officers supervising the examination will be responsible for the due observation of all instructions issued regarding the examination. One of the officers conducting the examination shall remain present in the room during the whole of each sitting.

(2) At the time appointed for each sitting, the candidates will be assembled and placed so that no opportunity shall be offered for communication with one another, and if practicable, at separate table.

The envelope containing the question papers will then be opened by the officer conducting the examination at the time fixed for the commencement of the examination and the papers shall be distributed at once.

(3) Writing paper of uniform size will be provided by the office conducting the examination and distributed to candidate according to their requirements at each sitting. The candidates should not be allowed to use their own paper and should any of them have brought paper into the examination room they should be called upon to give it up at the commencement of the sitting. Each candidate must bring his own pens and inkstand. A separate slip of the following specimen shall be attached with each answer book to be delivered to the candidates who shall fill this slip properly:-

Roll No. _____ Copy Book NO. _____

Total number of Copy Books used _____

(Please write your name and designation on this slip only and nowhere else.)

1. Subject _____

2. Paper _____

3. Date _____

4. Name(in Block letters) _____

5. Designation and place of posting _____

6. Signature _____

(4) Except as provided under Regulation 3, no books or writing of any kind may be brought by the candidates into examination room. Any transgression of this rule, or any copying from the papers of another candidate, will vitiate the examination of both parties concerned, and will render them liable to any of the punishments specified in rule 5 of the Punjab civil Services (Punishment and Appeal Rules, 1970).

(5) The answer to the questions must be written, leaving one third margin, and on one side of the paper only, and numbered according to the number of the question.

(6) The candidates shall, before delivering his answer book to the officer conducting the examination, page each of the sheets containing his answers. Candidates shall fill up the slip attached to each answer book as directed therein. Candidates shall not disclose their identity on the answer sheets in any way.

The slips shall be removed and sealed immediately after allotting fictitious Roll Numbers at the end of the examination. The sealed slips shall be kept in the personal custody of Director, Land Records, Punjab and shall be opened only at the time of compilation of the result under the personal supervision of Director, Land Records, Punjab.

(7) No candidate should be allowed to leave the room during the examination except for necessary purposes. Proper arrangement should be made to prevent reference to unauthorized books or other material.

(8) The Officer conducting the examination, on receiving the answer book of each candidate, will, before the candidate is permitted to leave the room, satisfy himself:-

- (1) That the name of the candidate and other particulars are written legibly on the slip on each of his papers and nowhere else;
- (2) That no writing paper has been used except that delivered to the candidate for the purpose;
- (3) That the answers have been properly numbered.

If in the course the examination or subsequently, any circumstances come to the notice of the officer conducting the examination which throw suspicion upon any of the candidates of any malpractices these should be noted and a report submitted.

(9) No Candidate should be allowed more than the prescribed time for each paper.

(10) Instructions to be printed on the envelope containing the question papers:-

Naib Tehsildars examinations:-

- (1) Subject.
- (2) Date on which to be distributed.
- (3) Number of papers.

Instructions:-

This envelope is to be carefully examined on receipt by the officer appointed to conduct the examination, who, if it appears to him to have been tampered with, will immediately make a note of the circumstances, together with any facts coming within his own knowledge which may explain the circumstances.

This envelope is to be opened by the officer on conducting the examination after all the candidates have assembled in the place where the examination is to be held at the time fixed for the subject thereupon noted and at once distributed.

11. The result of the examination shall be compiled by the Revenue Secretary to the Financial Commissioner and shall be published in the official gazette with the approval of Financial Commissioner Revenue.

Sd/-

(K.B.S SIDHU)

Special Chief Secretary-cum-
Financial Commissioner Revenue.

Form 1

(Referred in Regulation 8)

(Proforma for appearing in the Departmental Examination of Naib-Tehsildars to be held in February/
August _____)

(To be filled in by the candidates)

1. District
2. Name of official.
3. Father's name.
4. Designation of the present appointment.
5. Rule under which eligible to appear.
6. Date of first and subsequent appointment on the present post.
7. Number of chances already availed (give details).
8. Subjects already passed.
[quote number and date of the notification(s) vide which passed]
9. Subjects in which intends to appear.
10. Whether extra chance has been granted.
11. Medium in which the applicant will record his answers.

Signature of candidate.

Designation_____

Date _____

CERTIFICATE

It is certified that Shri _____ son of Shri _____ is eligible under Regulation _____ of the Punjab Naib-Tehsildars Departmental Examination Regulations, 1984 to take up the departmental examination of Naib-Tehsildars being held on _____

Deputy Commissioner

FORM II

Tabulated report of the examinees for the examination of Naib-Tehsildars held on_____

Sr. No.	District	Name and Designation of the candidate	Father's name	Marks obtained	No. of chances availed including present Chance	Remaining papers yet to be passed
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				1st Paper	2nd Paper	3rd Paper	4th Paper	5th Paper	6th Paper	7th Paper	8th Paper		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

FORM III

(Referred in Regulation 9)

Particulars of eligible candidates who intend to appear in the departmental examination of Naib-Tehsildars being held on _____

(To be sent by the Commissioner concerned to the Director, Land Records, with a copy to Financial Commissioner, Revenue)

Serial No.	District	Name of the official	Father's name	Designation and place of posting	Number of chances availed (Including the present chance)	Relevant Rule of Punjab Naib-Tehsildar Rules, 1984 under which eligible	Subjects in which to appear	Medium in which the candidate will record his answers	Remarks
1	2	3	4	5	6	7	8	9	10

CERTIFICATE

The particulars of the above officials have been checked and it is certified that they are eligible to appear in this examination

Commissioner,

_____Division_____